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008-0080

Copy 2 of 6

9 January 1959

MEMORANDUM FOR : Deputy Director (Plans)  
SUBJECT : Program and Procurement Approvals

1. Reference is made to conversations held several weeks ago concerning the format to be used in obtaining program and procurement approvals. Since that meeting the subject has been further discussed with Messrs Kiefer, [REDACTED]

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2. Attached hereto you will find the following drafts for your review:

- A. Program Approval - This would normally be for DCI approval.
- B. Funding Analysis - This would be for your information and gives details on availability of funds.
- C. Summary of Programming and Obligations on the Follow-on Program to date ([REDACTED] and GUSTO) with detailed sheets on commitments attached. Mr. Kiefer thought you might desire this to be kept on a current basis.
- D. Procurement Request - This would be originated by designated DFP personnel and approved by you, and would cover procurement within the program approved by 2A above. Procurement action would be immediately taken without subsequent approval of higher authority unless indicated by you on the request.

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3. If you have any questions on the above, we would be glad to discuss them at your convenience.

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[REDACTED]  
Contracting Officer, DFP/DPF

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DFP-ED/P: [REDACTED]:pf  
Distribution:

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